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Serial No.: 1309

TIME MASTER

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INTRODUCTION

TIME MASTER has been designed to provide the professional office with a computer-assisted scheduler/appointment manager. TIME MASTER provides the means to schedule up to 20 facilities/doctors/individuals, each to a possible 48 time slots. In other words, you can book appointments for each facility over a 24-hour period at ½ hour increments or each facility over an 8 hour period at 10 minute increments.

TIME MASTER allows you to choose the time increments and the facility definitions. For example, one might set up the TIME MASTER form to schedule appointments for 20 doctors - each over a 12 hour span at 15 minute increments or create the form to schedule 20 rooms over a 48 day period. Each scheduled appointment can be identified with up to 30 characters of text. In the case of a doctor's appointment, this might contain the name and address of the scheduled patient.

TIME MASTER is a menu-driven program. Each step of its operation is selected by choosing an item from a list (the menu) which is displayed on the screen. This manual will explain each menu and the options they provide.

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CREATING A TIME MASTER FORM FILE

TIME MASTER uses a disk file called "TIME & FACILITIES" as a form file. This file contains the master form to be used each time you access TIME MASTER.

To create a form file you must:

- Place the diskette in the drive

KEY - LOAD "TIME MASTER", 8 <RETURN>

KEY - RUN <RETURN>

TIME MASTER will then present the menu:

[C]REATE FORM FILE
[N]EW FORM
[E]XISTING FORM
ENTER SELECTION [ ]

The valid responses are:

C - if you wish to create a form file
N - if you wish to create a new form
E - if you wish to work with a form which is already in use.

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TIME MASTER allows more than one form to be generated from the form file. In fact, the number of forms is limited only by the available disk space. The form file can be thought of as the "master" form containing only the format information. Each time you create a new form you get a blank form in the format of the form file.

To create the form file select C in response to the menu. TIME MASTER will erase the existing TIME & FACILITIES file on the disk and present you with:

INPUT FORM NAME [ ]

You must respond with the name of the first form to be generated from the form file. Remember, this name will be unique for each form you create. Also, this name is really a file on the disk. Each time you select N in response to the above menu, you must choose a new name for the form. Each time you select E you must input the name of an existing form (one of the names input previously).

When you input the first form name, TIME MASTER will then present you with the MAIN MENU. At this point the form has no format. To create this format you should select item 1 from the MAIN MENU - TIME & FACILITY MAINTENANCE and proceed as directed.

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CREATING A NEW FORM

Once a form file is created a new form can be generated from it. To create a new form, you must:

- Place the diskette in the drive

KEY - LOAD "TIME MASTER", 8 <RETURN>

KEY - RUN <RETURN>

TIME MASTER will then present the menu:

[C]REATE NEW FORM
[N]EW FORM
[E]XISTING FORM
ENTER SELECTION [ ]

To create a new form select N . TIME MASTER will then prompt

INPUT FORM NAME [ ]

You must respond with a unique name. You are actually giving a name for a disk file which will contain your schedule information. If you give the name of an existing disk file (form) you will erase that file. Once you input the name for the form TIME MASTER will copy the format from the form file and proceed to the MAIN MENU.

You may also create a new form from the MAIN MENU by selecting option 6- SELECT FORM.

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USING AN EXISTING FORM

After the form file has been created (a format has been established) and a form has been generated, you may update this form at any time. To do this you must:

- Place diskette in drive

KEY - LOAD "TIME MASTER", 8 <RETURN>

KEY - RUN <RETURN>

TIME MASTER will then present the menu:

[C]REATE FORM FILE
[N]EW FORM
[E]XISTING FORM
ENTER SELECTION [ ]

to use an existing form respond with an E . TIME MASTER will then prompt:

INPUT FORM NAME [ ]

You should respond with the name of a form you have already created. TIME MASTER will read that form into memory and proceed to the MAIN MENU.

You may also select an existing form by choosing option 6 - SELECT FORM from the MAIN MENU.

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TIME AND FACILITY MAINTENANCE

This option from the MAIN MENU serves two functions:

1. Set up a new form file
2. Edit an existing form file

After selecting 1 from the MAIN MENU, TIME MASTER will prompt:

[A]DD
[I]NSERT
[C]HANGE
[D]ELETE
[M]AIN MENU

ADD

To create a new form file or to add to the existing form file, select A from this menu. TIME MASTER will then prompt:

[1] TIME
[2] FACILITY

To add a new time to the format, select 1. To add a new facility to the format, select 2 .

Upon selection, TIME MASTER will prompt you for the new time or facility. You may add up to 48 times and 20 facilities.

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INSERT

To insert a time or facility into the format, you must select I from the menu. TIME MASTER will prompt you for the POSITION TIME or POSITION FACILITY. You should respond with the time or facility that you wish to insert the new time or facility before. In other words, TIME MASTER will prompt you for the item to insert, but you must tell TIME MASTER where you want the insertion. TIME MASTER always inserts before the POSITION TIME or POSITION FACILITY.

CHANGE

To change a time or facility, respond with a C from the menu. TIME MASTER will prompt for the time or facility to be changed and then for a new time or facility.

DELETE

To delete a time or facility, respond with a D from the menu. TIME MASTER will prompt for the time or facility to be deleted.

CAUTION

Always review any changes to the form file by selection option 2 from the MAIN MENU before terminating.

UPDATE FORM

Choosing option 2-UPDATE FORM from the MAIN MENU allows you to add or update information to your forms.

TIME MASTER will display the first facility to the screen along with the menu (Function Key F3 allows you to page the displayed facility).

[N]EXT
[P]REVIOUS
[E]DIT
[S]EARCH
[M]AIN MENU

NEXT

Selecting N from the menu will cause TIME MASTER to display the next facility to the screen.

PREVIOUS

Selecting P from the menu will cause TIME MASTER to display the previous facility to the screen.

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EDIT

Selecting E from the menu allows you to edit the facility currently displayed. The cursor keys will permit you to position to each of the individual times of the form. Each input must be followed by a <RETURN> or the information will not be retained.

The function keys work as follows during the selection

F1 - terminates edit
F3 - goes to next page of this facility (16 times per page)

SEARCH

Selecting S from the menu will cause TIME MASTER to prompt

ENTER FACILITY [ ]

You may respond with the facility you wish displayed or keying a <RETURN> will cause TIME MASTER to prompt

ENTER KEY [ ]

TIME MASTER will search each facility for the first occurance of the characters you input and display the facility containing this information.

NOTE

Your input should not be a time or facility, but schedule information you have input.

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BACK UP DISK FILES

You may back up the files associated with the current form by selecting this option. You are prompted for the drive number. If you have only one disk drive, your response will be an 8. If you have two drives, and the second is number 9 (which it usually is), your response should be a 9 .

TIME MASTER will prompt you to insert the diskette to which it will write the form file and the current form.

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PRINT FORM

When you select this option from the MAIN MENU, TIME MASTER will prompt for a range of facilities to print. TIME MASTER will only print those facilities that fall alphabetically within this range.

Responding with a <RETURN> to the TO: prompt will cause TIME MASTER to print only that facility entered as input to the FROM: prompt.

Responding with the word ALL to the FROM: prompt causes TIME MASTER to print all facilities.